



## FY 2017 National Training and Technical Assistance Cooperative Agreements (NCA): Sample Staffing Plan

### Instructions for Completing the Staffing Plan

The Staffing Plan (submitted as Attachment 1) is a presentation and justification of all staff proposed to support the NCA project. Use this document as a reference only. The sample below does not provide a complete Staffing Plan.

- Refer to the Staffing Plan instructions found in section IV.2.vi of the NCA Funding Opportunity Announcement (FOA) available on the [NCA Technical Assistance website](#).
- The Staffing Plan must include the following elements for all personnel to be supported, in full or in part, with NCA federal funding:
  - Position Title
  - Name (If the position is currently vacant, indicate “To Be Determined” or “TBD”)
  - Education/Experience Qualifications
  - General NCA Project Responsibilities
  - Percentage of Full Time Equivalent (FTE) dedicated to NCA Project
  - Annual Salary (annual salary at 100% FTE)

**Note:** Additional information regarding responsibilities and qualifications of key management staff must be submitted in other sections of the NCA application, as instructed in the FOA (e.g., Attachment 3: Position Descriptions for Key Personnel, Attachment 4: Biographical Sketches for Key Personnel).

### Sample NCA Staffing Plan Excerpt

Position Title	Staff Name	Education and Experience Qualifications	General NCA Project Responsibilities	Percent FTE	Annual Salary
Chief Executive Officer	J. Smith	MBA and 15 years of experience in executive management and leadership	Responsible for day-to-day NCA operations, provides strategic direction in management of organization and delivery of T/TA	50	\$190,000
Program Lead	R. Doe	MPH and 6 years of experience in program management	Lead workforce T/TA trainer and T/TA developer, responsible for program management and oversight of T/TA activities	100	\$75,950
Data Program Analyst	J. Jones	BA with 2 years of experience in data analysis	Provides analysis and support for Health Center Workforce Data Program	100	\$45,000